

A.D. 2.10, Employee-Centered Programs

Prepared for signature 2/8/01 - effective 3/9/01

1. Policy. The Department shall offer programs for the personal and professional enrichment of its employees.
2. Authority and Reference.
  - A. Connecticut General Statutes, Section 5-263a, 18-81.
  - B. Public Law 100-690, "The Anti-Drug Abuse Act of 1968" Section 5121.
  - C. General Letter No. 162, Department of Personnel and Administration, November 15, 1974.
  - D. American Correctional Association, Standards for Administration of Correctional Agencies, Standard 2-CO-1C-25.
  - E. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standard 3-4069.
  - F. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-1C-15 and 3-ALDF-1C-25.
  - G. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standard 3-3071.
  - H. American Correctional Association, Standards for Correctional Training Academies, May 1993, Standard 1-CTA-1C-13.
  - I. Administrative Directive 2.18, Critical Incident Stress Response Program.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Employee Assistance Program. A Department provided counseling and/or referral services for employees concerning problems of substance abuse, medical or mental health, stress, family conflicts, or any personal issue that may adversely affect the employee's work performance or the well-being of the employee or the employee's family.
  - B. Employee-Centered Programs. Functions which promote the personal and professional enrichment of the Department's employees.
  - C. Immediate Family. A spouse, parent or stepparent, child or stepchild, sibling or stepsibling, grandparent or step grandparent, grandchild or step grandchild.
4. Organization and Responsibilities. The Employee-Centered Programs shall be managed by the Administrator for Employee-Centered Programs, who shall report to the Commandant at the Center for Training and Staff Development.
5. Employee-Centered Programs. Employee-Centered Programs shall include the Employee Assistance Program (EAP) and the Critical Incident Stress Response Program (CISRP). The Employee-Centered Programs Administrator shall, at a minimum:
  - A. Coordinate and supervise the Employee Assistance and Employee-Centered Programs and personnel.

- B. Serve as the principal liaison with the contracted Employee Assistance provider.
  - C. Design and implement programs for staff enrichment.
  - D. Solicit cooperation and develop support from labor organizations for the Employee-Centered Programs.
  - E. Design data and other reporting systems, maintaining the confidentiality requirements of this Directive and any applicable laws or regulations.
  - F. Prepare an annual report for the Deputy Commissioner of Support Services.
6. Critical Incident Stress Response Program (CISRP). The Employee Centered Programs Administrator shall oversee the CISRP. The CISRP Coordinator shall manage the Critical Incident Stress Response Program in accordance with Administrative Directive 2.18, Critical Incident Stress Response Program and shall report to the Commandant of the Center for Training and Staff Development.
7. Employee Assistance Program. The Employee-Centered Programs Administrator shall act as a liaison for the Department and the contracted group managing the Employee Assistance Program. The contractor shall carry out all EAP related functions, counseling sessions and record keeping. The contractor shall be knowledgeable in all aspects of the EAP including all procedures and confidentiality.
- A. Eligibility. The Department may provide an Employee Assistance Program to all Department employees, immediate family members and to any other person living in the employee's household as appropriate.
  - B. Participation. Employee participation in an Employee Assistance Program shall be voluntary. Participation shall not affect future employment or career advancement. In addition, participation or refusal to participate in an Employee Assistance Program shall not protect the employee from disciplinary action for continued substandard job performance or rule infraction.
  - C. Contacting Employee Assistance. A toll free number shall be provided for employees to contact the Employee Assistance Program (EAP) at any time. A supervisor may recommend EAP services to an employee if one (1) or more of the following is present: the employee's job performance is substandard; an employee commits a rule infraction; and/or an employee's behavior may be harmful to self, the public, staff and/or security of the facility. In addition, the supervisor shall have reason to believe that the employee has a problem that falls within the scope of service of the Employee Assistance Program.

A supervisor's recommendation to the EAP shall be made in writing with a copy to the employee and the Unit Administrator or Unit Head. A copy of this record shall be maintained as outlined in the Supervisors' Guide to Employee Counseling and Discipline. When an employee is recommended by a supervisor, the EAP shall not contact the employee without the employee's prior permission. Ordinarily, if EAP assistance is desired, the employee shall contact the EAP Program.

A supervisor may contact EAP to determine if an exception is applicable.

- D. Confidentiality. Information pertaining to an employee's participation or non-participation in an assistance program shall not be released by EAP without the employee's authorization. A supervisor who recommends that an employee seek EAP services shall not be informed of participation. However, the employee's Unit Administrator may be notified with the employee's consent. The Employee Assistance Program may ask for, but shall not require, a release of information from the employee in order to notify the Unit Administrator that the employee has acted upon the facility's recommendation. This may include confirming documentation to substantiate an absence from work. Records of employees with substance abuse related problems and the results of health surveys or health screening shall be kept confidential.
  - E. Substance Abuse. For the purpose of this Directive, the Department recognizes substance abuse as a treatable illness.
  - F. Cost. The Employee Assistance Program shall be funded by the Department. When assistance is needed which can only be provided by an outside public or private agency, the EAP shall work through the employee's benefit plan. If particular services are not included in the employee's benefit plan, the EAP shall assist the employee with locating the most qualified and cost effective available service.
8. Exceptions. Any exception to the procedures in this Administrative Directive shall require written approval from the Commissioner.